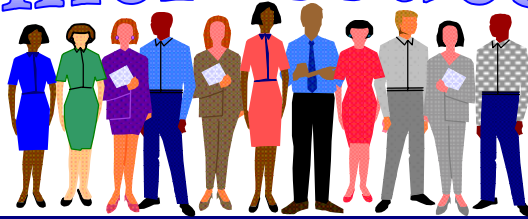


Personnel Issues & You



UPPS Newsletter 2000-09

September 1, 2000

Personnel Cabinet

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*[http://www.state.ky.us/
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pershome.htm](http://www.state.ky.us/agencies/personnel/pershome.htm)*

EFT Change Recommendation

There is an active interest from agency payroll officers to leave the EFT for state employees active during the transfer and termination P1 process. The Personnel Cabinet supports the decision, but would like additional feedback from as many agencies as possible. Agencies that feel this would hamper operations or increase their respective workloads should contact the Payroll Operations branch with both positive and negative feedback. This feedback will support the decision as to action initiation. Please send feedback to the Payroll Branch by contacting Carl

Felix at 502-564-6883 or via e-mail carl.felix@mail.state.ky.us. We need your feedback no later than September 29, 2000. ☞

Series I Bonds

Effective October 1, 2000, state employees will have the opportunity to purchase a new type of U.S. Savings Bond through payroll deduction. The Series I bond differs from the Series EE bond in that it is purchased at face value and earns interest whereas the Series EE bond is purchased at half the face value and matures to face value. The Series I bond is available in the following denominations: \$50.00, \$75.00, \$100.00, \$200.00, and \$500.00.

The Series EE bond is still available through payroll deduction. Our current UPPS payroll system will only process one type of bond, therefore, the **goal** field on the 225 transaction has been modified so that the first digit will be an indicator as to which type of bond is being requested. The Series EE bond will use a "0" (zero) as an indicator and the Series I bond will use "1" (one) as its indicator. Do not confuse the goal field and the amt/pct field. The goal field is the purchase value of

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the bond requested and the amt/pct field is the amount to be withheld each pay period in order to reach the goal.

Any bonds already in the system will continue to work as they have in the past. No changes need to be made unless the employee deems to switch to the Series I bond. **The only difference between the two bonds will be the indicator in the goal field.** The utility number that selects the beneficiary and co-owner stay the same. The on-line entry of the bond deductions (POPY) from screen Q, R, and S remain the same. The entry of a new bond will default to "0" (zero) if the "1" is not entered as the first digit of the goal field for the Series I bond. The payroll officer will have to zero fill to get the correct amount in the goal field after the "1" (one) has been entered. Edits inside the payroll system have been made to allow the new denominations to pass only if the indicator is correct on the goal field. Example: Series I \$200.00 bond goal field will be 1020000. Series I \$250.00 bond goal field will be 1025000, **but** will kick the transaction out because there is **not** a \$250.00 Series I bond available.

System reports 30, 40, 45, and 158 have been modified to distinguish between the two bond types. After the payroll has been processed through the Personnel and Finance Cabinets, Farmers Bank receives the bond information. They now have a new indicator that tells them which type of bond to issue. Detailed changes will be included in the October Payroll Manual update. ¶

New Employee Enrollment Forms

Commonwealth Choice enrollment forms on new employees should be forwarded to the Data Branch no later than close of business on the **19th** of the month prior to the effective date. For example: October 1 effective date must be **RECEIVED** in the Personnel Cabinet no later than September 19th. ¶

Block 50 Ineligible List

The list of classes and agencies not eligible for Block 50 payments has been updated and is attached for your information.¶

Agency Spotlight Career Fair

What kinds of things make a career fair successful from the employers' perspective? Usually simple things like: people that are actively seeking employment, having a booth that attracts applicants to only your booth, low cost, and high traffic. If you haven't been to a career fair like this lately, do we have an opportunity for you!



Beginning in September 2000 the Personnel Cabinet will offer state agencies an opportunity to use the area immediately outside the applicant processing area for their individual recruitment. A different agency will be spotlighted each week. During your week you won't be competing with any other agency unless you invite another agency to share your table. We will provide the table, chairs and all the applicants that walk through our doors seeking employment. We will even give you 10 minutes at the beginning of your week to talk to our counselors about your particular staffing needs. You may want to provide the counselors with a "fact sheet" spotlighting the classifications and locations for which you are recruiting.

An average of 120 applicants pass through the doors of the Personnel Cabinet every day. We encourage you to take advantage of this opportunity. After all, where else can you go, free of charge, and have all the applicants to yourself? To sign up, please contact Commissioner Herb Sheeting at 564-2428, herb.sheetinger@mail.state.ky.us or Stephany Ivers at 564-7571, Stephany.ivers@mail.state.ky.us. ¶

COBRA, LWOP Checks

All checks for Commonwealth Choice COBRA and monthly payments for unofficial LWOP should be made payable to Hunt, DuPree and Rhine. ¶

New Contact for Comp Dent

We have been informed that the following person is the new representative for Comp Dent Dental plans: Ms Robin Whitten 1-800-633-1262 ext. 8100.

The Insurance Carriers Approved for Payroll Deductions list has been updated to include this new contact and can be found at <http://kygovnet.state.ky.us/personnel/payinfo.htm> We bring this to your attention because we were having problems solving refunds. This is the person who was able to bring some quick response to some old problems. If you discover other contacts that have changed and need to be updated, please contact us and we will update the listing. You are our eyes and ears and we do appreciate your input. ☹

Payment of Employee Adoption Benefits

The State Employee Adoption Benefit Program is an employee benefit and as such is subject to FICA withholding. Therefore, in order to maintain the necessary reporting on the employee's W-2, all payments made as part of this benefit must be issued through the state payroll system.

After receiving approval from the Personnel Cabinet, the payroll officer will issue the payment using Special Pay 916 transaction. Detailed instructions for this are given on page 8.34 in the Payroll Manual. ☹



Health Insurance Open Enrollment Benefit Fairs Schedule

The Health Insurance Branch has released the attached schedule for Open Enrollment 2001 Benefit Fairs. All Benefit Fairs will be held from 2:00 p.m. - 6:00 p.m. local time. ☹

New Spectera Plan Rates

There are new rates for the Spectera Plan, Utility 0001243. Payroll operations will make changes to this utility prior to the August 16-31 payroll run on September 7, 2000. Spectera One, Utility 0001249 is not affected by this rate change.

Commonwealth of Kentucky,
Spectera (utility code 0001243)

Old Rates

Employee	\$ 8.90
Employee+Spouse	\$15.40
Employee+Children	\$16.10
Family	\$20.50

New Rates Effective 8/1/00

Employee	\$ 6.92
Employee+Spouse	\$13.75
Employee+Children	\$14.43
Family	\$20.58

Commonwealth of Kentucky,
Spectera One (utility code 0001249)

Rates Effective 8/1/00

Employee	\$ 6.92
Employee+Spouse	\$13.75
Employee+Children	\$14.43
Family	\$20.58

☹

New Nature of Action Code E24

Effective immediately Nature of Action Code E24 is to be used when entering in-grade promotions. ☹

BENEFIT FAIR SCHEDULE

All Benefit Fairs are from 2:00 p.m. – 6:00 p.m. local time

COUNTY	LOCATION	
Adair	Columbia September 20	Llindsey Wilson College – Cranmer Dining Center
Barren	Glasgow September 15	Western Kentucky University Glasgow – Old Gym
Boone	Burlington September 22	Boone County Extension Office
Boyd	Ashland September 27	Ashland Technical School
Boyle	Danville September 18	Danville National Guard Armory
Breathitt	Jackson September 21	Jackson National Guard Armory
Breckinridge	Hardinsburg September 21	Hardinsburg Community Center
Carroll	Carrollton September 26	General Butler State Resort Park - Park Lodge – Woodland Room
Christian	Hopkinsville September 12	Hopkinsville Comm College – Auditorium Art Gallery
Clinton	Burkesville September 19	Dale Hollow State Resort Park - Marina Meeting Room B
Crittenden	Marion September 26	Fohl's Auditorium
Daviess	Owensboro September 19	Executive Inn – International Room C
Fayette	Lexington September 19	Kentucky Horse Park – Club Lounge
Floyd	Prestonsburg September 11	Jenny Wiley State Resort Park - Lodge Meeting Room 3
Franklin	Frankfort September 13 & 14	Farnham Dudgeon Civic Center – Arena Floor
Graves	Mayfield September 27	Mayfield Meeting Hall

Grayson	Leitchfield September 25	Leitchfield National Guard Armory
Hardin	Elizabethtown September 25	Elizabethtown Community College – Admin Bldg, Room 112
Harlan	Harlan September 26	Harlan National Guard Armory
Harrison	Cynthiana September 28	Cynthiana National Guard Armory
Henderson	Henderson September 20	Technical School – Fine Arts Center
Hickman	Clinton September 25	Hickman County Senior Citizen Center
Hopkins	Madisonville September 13	Madisonville Tech & Economic Center – Multi-Purpose Room
Jefferson	Louisville September 19 September 20	Ky. Fair & Expo Center – West Wing – West Hall
Kenton	Covington September 21	No. Ky Tech College – Covington Campus Cafeteria
Laurel	London September 28	Technical School – Meeting Room A & B
Lawrence	Louisa September 25	Louisa Community Center
Madison	Richmond September 22	Madison County Emergency Operations Center
Marion	Lebanon September 21	Knights of the Columbus Hall
Marshall	Gilbertsville September 18	Kentucky Dam Village State Park – Village Green Meeting Room
Mason	Maysville September 26	Maysville Community College – 105 Calvert Building
McCracken	Paducah September 28	Comm College WKY Tech – Allied Health Bldg – Commons Area

Montgomery	Mt. Sterling September 18	Montgomery County Health & Civic Center
Morgan	West Liberty September 18	West Liberty Community Center
Ohio	Hartford September 11	Ohio County Extension Office
Perry	Hazard September 22	Community College – Feltner Center
Pike	Pikeville September 27	Pikeville College – Record Memorial Building
Powell	Slade September 28	Natural Bridge State Resort Park - Lodge Meeting Room
Pulaski	Somerset September 22	Somerset Community College – Meece Hall Student Lounge
Rowan	Morehead September 15	Morehead State University – Academic Ed. Bldg (Gym)
Trigg	Cadiz September 12	Lark Barkley State Resort Park – Convention Center
Warren	Bowling Green September 14	Technical School – Building F
Whitley	Williamsburg September 27	Williamsburg City Library

Classes and Agencies NOT Eligible for Block 50 Payments

Rev. 7/25/00

The following title codes are not eligible for Block 50 payments pursuant to 101 KAR 2:100 Section 5(7) and 3:010 Section 5(8) because they have been deemed to be in "policy making" positions.

TITLE CODE	TITLE CODE	Title Code	TITLE CODE	TITLE CODE	TITLE CODE
0101	0127	0186	0451	9931	9964
0103	0128	0203	0452	9932	9965
0104	0135	0204	0453	9935	9966
0105	0136	0220	0454	9936	9968
0106	0137	0317	0455	9937	9969
0107	0139	0321	0456	9938	9970
0108	0143	0440	0457	9939	9971
0115	0144	0441	0587	9941	9972
0113	0145	0442	0610	9944	9973
0114	0146	0443	0616	9945	9974
0115	0147	0444	0617	9946	9975
0117	0149	0445	0618	9947	9976
0118	0150	0446	0623	9950	9978
0119	0162	0447	0697	9951	9981
0120	0177	0448	0698	9952	9982
0124	0178	0449	0699	9955	9983
0125	0179	0450	9930	9956	

Bold indicates newly added classes

Employees in the following Company numbers should not be permitted to receive Block 50 payments:

10-010	Legislative Research Commission
20-020	Judicial Form Retirement System
20-025	Judiciary
30-103	PVA's- Revenue Cabinet
31-070	Governor's Office
31-085	Lieutenant Governor's Office
31-110	Office of the Secretary of Governor's Executive Cabinet
33-550	Kentucky Historical Society

All class codes in 31-415- Council on Post Secondary Education are excluded except for title codes 0494, 0653, 0869 , 1022, 9033, 9035, 9037, 9926, and 9927

In addition, all employees in 46-546 and 46-547 (Workforce Development) whose title code begins with an 05 or 07 should be excluded.